

Position overview

Position title	Head of Procurement
Business unit	Enterprise Solutions
Remuneration type	Total Rewards
Reports to	Chief Financial Officer
Direct reports (role)	Strategic Sourcing Manager, Procurement Operations Manager, Procurement Analyst
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Corporate Centre, Northern Corporate Centre
Success profile	6.1 Executive Leadership (Branch Manager & ELT) Role Success Profile
Delegation level	Level 3

Position purpose

The Head of Procurement is responsible for developing and implementing a strategic approach to procurement across Unitywater to deliver value, manage risk, strengthen supplier outcomes and support organisational performance.

The role leads strategic sourcing, category management, procurement governance, commercial negotiations, procurement transformation and capability development across operational and capital expenditure. It ensures the organisation leverages its purchasing power, market position, supplier relationships, data and technology to optimise value and achieve strategic outcomes.

As a senior leader, the Head of Procurement partners with business leaders to improve commercial outcomes, build procurement and contract management capability, strengthen supply chain resilience and continuously improve the maturity and effectiveness of procurement practices across the organisation.

The role establishes and governs the frameworks, tools, systems and processes that enable contract owners across the business to successfully manage supplier performance and contractual obligations.

The Head of Procurement ensures procurement practices, supplier arrangements and commercial governance frameworks comply with applicable legislative, regulatory and policy obligations, including procurement, competition, workplace health and safety, environmental, privacy, modern slavery and critical infrastructure requirements. The role plays a key leadership role in supporting Unitywater's obligations under the Security of Critical Infrastructure (SOCl) Act through the effective management of supplier risk, supply chain resilience, critical service dependencies, cyber security considerations and third-party governance.

Position accountabilities

Key functions of the role include:

Strategic procurement leadership

- Develop and execute Unitywater's procurement plan, strengthen commercial capability, provide enterprise-wide procurement leadership and drive procurement maturity.

Stakeholder engagement

- Build trusted relationships with colleagues, stakeholders, suppliers, industry bodies, regulators and peer utilities to support strategic and operational outcomes.

Commercial value and category management

- Lead category management, sourcing pipeline planning, spend analytics, strategic sourcing, demand management and commercial optimisation to achieve efficiencies and maximise value from third-party expenditure.

Contract management, supplier performance and commercial governance

- Lead contract management frameworks, supplier governance, supplier relationship strategies and commercial oversight.
- Enable business leaders and contract owners to effectively manage contract performance, risk and value delivery through fit-for-purpose frameworks, reporting, governance, tools and support.
- Lead governance of strategic and critical suppliers to ensure supplier performance, continuity, resilience, cyber security and critical service obligations are appropriately managed.

Procurement innovation

- Lead procurement innovation initiatives that improve capability, maturity, service delivery and business outcomes.
- Drive innovation, simplification and continuous improvement across the procurement value chain.

Technology, data and analytics

- Drive the use of technology, automation, digital tools and advanced analytics to improve decision-making, service delivery, spend visibility and procurement efficiency and performance.

Governance, risk, compliance and critical infrastructure assurance

- Ensure procurement activities comply with legislative, regulatory and governance requirements. Establish procurement and supplier governance practices that support obligations relating to procurement, workplace health and safety, environmental compliance, privacy, modern slavery and security of critical infrastructure (SOCl) obligations.
Ensure supplier, third-party and critical infrastructure risks are identified, assessed, monitored and effectively managed. Lead procurement audits, assurance activities and continuous improvement initiatives.

Capability development and change leadership

- Build procurement, commercial and contract management capability across the organisation through training, coaching, tools and practical support.

- Lead organisational adoption of procurement practices and change initiatives.

Leadership and team performance

- Lead, develop and inspire a high-performing procurement team while ensuring capability, succession, capacity and workforce planning requirements are met.
- Be an active contributor to leadership of the Enterprise Solutions business unit and Unitywater.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Executive Leadership Team
- Branch Leaders
- Section Managers
- Key contracted Suppliers
- Water industry organisations
- Other water utilities

Capability requirements

The requirements for the position are:

Qualifications

- Graduate or post graduate qualifications in procurement or related business field
- MCIPS or equivalent professional procurement qualification highly regarded.

Experience

- Significant senior procurement leadership experience
- Demonstrated success delivering strategic sourcing, category management and commercial outcomes
- Experience in utilities, infrastructure, construction, mining, transport, energy, government-owned corporations or similarly asset-intensive environments
- Experience leading procurement innovation and change initiatives with measurable productivity outcomes.
- Experience leading major commercial negotiations and strategic supplier relationships
- Experience managing supplier and supply chain risk, critical supplier governance and procurement activities within regulated or critical infrastructure environments.

Knowledge

- Extensive knowledge of strategic sourcing, category management and procurement strategies
- Expert knowledge of contract negotiation and management to manage risk; and supplier relationship management
- Enterprise risk management and business continuity planning
- Procurement governance, probity and assurance requirements
- Procurement legislation and regulatory obligations
- Modern slavery, sustainability and responsible procurement practices
- Critical infrastructure risk management, third-party risk management and supply chain resilience
- Security of Critical Infrastructure (SOCl) Act obligations and associated supplier governance requirements
- Cyber security, privacy and information security requirements relating to supplier management.
- Procurement technology, automation, AI and analytics

Capabilities

- Strategic thinking, commercial acumen
- Executive stakeholder management and influencing skills
- Change leadership and capability
- Strong leadership and people development skills
- Advanced negotiation and relationship management capability
- Strong analytical and problem-solving skills
- Excellent presentation and interpersonal skills

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.